

<b>Wiggin Memorial Library Performance Evaluation – Library Director</b>						
<b>(Scale: 4 = Outstanding 3 = Good 2 = Fair 1 = Unsatisfactory)</b>						
<b>Category</b>	<b>Description</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Personnel Management</b>	Manages staff work schedules and payroll records					
	Evaluates staff, providing feedback for improvement and growth					
	Provides opportunities for staff development					
	Communicates effectively with staff					
	Employs effective practices when seeking and hiring new staff					
Trustees' Comments						
Director's Comments						
<b>Administrative</b>	Prepares initial annual budget for Board of Trustees					
	Maintains financial records and operates within budget					
	Insures the library's information technology meets the needs of patrons and staff					
	Oversees the selection and acquisition of materials and supplies					
	Maintains patron/circulation statistics					
	Effectively implements library procedures according to established policies					
	Utilizes statewide library services					
	Covers circulation desk as needed					

Trustees' Comments						
Director's Comments						
<b>Category</b>	<b>Description</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Public Relations and Patron Service</b>	Utilizes library's mission statement, emphasizing superior customer service, to guide all library activities					
	Oversees the planning and implementation of patron programming					
	Oversees all publicity regarding the library, including, but not limited to, newspaper articles and press releases, the print and electronic versions of the <u>Dewey Dispatch</u> and the library's website					
	Maintains positive relations and communicates effectively with patrons and the public at large					
	Maintains positive relations and communicates effectively with other town departments					
Trustees' Comments						
Director's Comments						

Category	Description	4	3	2	1	N/A
<b>Trustee Relations</b>	Prepares materials needed for Board of Trustees Meetings and attends all meetings					
	With trustees, maintains and updates all library policies					
	With trustees, maintains and updates the library's long-range plan					
	Maintains positive relations and communicates effectively with the Board of Trustees					
Trustee's Comments						
Director's Comments						
<b>Professional Development</b>	Maintains active membership in appropriate professional organizations, i.e.. The New Hampshire Library Association.					
	Attends professional meetings and workshops					
	Takes advantage of continuing education opportunities.					
Trustees' Comments						
Director's Comments						

Category	Description	4	3	2	1	N/A
<b>Goals</b>	Has met goals for the year					
Trustees' Comments						
Director's Comments						
Date	Trustees' Signatures					
Date	Library Director's Signature					